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# SANITARY LEGISLATION.

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## STATE LAWS AND REGULATIONS PERTAINING TO PUBLIC HEALTH.

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### HAWAII.

Civil Service Rules for Board of Health. (Reg. Bd. of H., May 22, 1914.)

**RULE 1. *Definition of terms.***—1. The “civil service of the Territorial board of health,” which for convenient reference is designated the “health service,” includes all offices or employment in the “health service” except as are exempted by section 7 of act 119 of the Session Laws of 1913.

2. The term “classified service” refers to that portion of the “health service” that is arranged in classes.

3. The term “class” refers to the competitive class, the noncompetitive class, or the labor class as defined in these rules.

4. The term “grade” refers to subdivisions of the competitive class arranged for the purposes of promotion and based upon the relative character of the duties and the amount of compensation.

5. The term “classification” refers to the arrangement of the titles, offices, and positions in the several classes and grades as decided upon by the commission.

6. The term “commission” when used by itself refers to the civil-service commission of the “health service.”

7. The term “appointing officer” refers to the president of the “health service,” who may make temporary appointments subject to the rules of the commission and the approval of the Territorial board of health.

8. The term “laborer” refers to any skilled or unskilled laborer employed or seeking employment in the labor class.

9. The term “position,” when used by itself, refers to any classified office or employment.

10. The masculine pronoun “he” and its derivatives includes the feminine pronoun “she” and its derivatives.

**RULE 2. *General provisions.***—1. All appointments, promotions, transfers, reinstatements, or selections for employment in the classified service shall be made according to the merit and fitness of candidates therefor, and in the manner prescribed by these rules.

2. The appointing officer shall not appoint, promote, or employ any subordinate officer or employee in the classified service, or in any way change the official status of any such officer or employee except in accordance with these rules, and no such appointment, promotion, employment, or change of status made in contravention of any provision of these rules shall be valid.

3. No appointment to, or selection for, or removal from any office, position, or employment in the classified service and no change in the official status of any person in such service shall be in any manner affected or influenced by the political opinions or affiliations of any applicant or of any officer or employee. No inquiry made by or on behalf of the appointing officer nor any question in any form of application or in any examination shall be framed so as to elicit, and no answer shall be given so as to disclose, any information whatsoever concerning such opinions or affiliations; and no application or recommendation involving any such disclosure shall be received, filed, or considered.

4. No person in the health service shall use his official authority or influence to coerce the political action of any person or body; and no discrimination shall be exercised, promised, or threatened by any such person in favor of or against any applicant, officer, or employee in the classified service because of his political opinions or affiliations, or because he has declined to contribute to any political fund or to render any political service.

5. The right of every applicant, officer, or employee in the health service, active or otherwise, to entertain political opinions and the right of elective franchise, is sacred and inviolate, but no applicant, officer, or employee in the health service shall be a delegate to or a member of any political or partisan convention, or take active part in any political combine, and shall refrain from political discussion while in the offices of the Territorial board of health or on duty.

6. The violation by any person in the health service of any provision of act 119, Session Laws of 1913, or of these rules, shall be considered sufficient cause for the removal of such person.

RULE 3. *Classification.*—1. The classified service shall be arranged in three general classes, which shall be known, respectively, as the competitive, the non-competitive, and the labor class.

2. The positions in each of the aforesaid classes shall be those specifically designated under the head of each in the appended classification, except that all positions, whether now existing or hereafter created, the titles of which are not so designated, shall be deemed to be in the competitive class.

RULE 4. *The competitive class.*—1. Appointments shall be made to the competitive class that are not filled through promotion, transfer, reduction, or reinstatement by selection from among those persons graded highest on the most nearly appropriate eligible list resulting from open competitive examination, except as provided by rule 10.

2. For the purposes of such examinations and of regulated promotion, where practicable, the competitive class shall be subdivided as follows:

- Part 1. Clerical service.
- Part 2. Engineering service.
- Part 3. Inspection service.
- Part 4. Quarantine service.
- Part 5. Insane asylum service.
- Part 6. Pure-food service.

3. The positions in the foregoing parts shall, for purposes of promotion, be arranged in grades, which, so far as they shall have been established, shall be the grades fixed by these rules and which shall be as designated in the classification. The positions included in each subdivision and in each grade shall be those designated under the head of each in the classification.

4. The titles of positions in the competitive class, as set forth in the classification, are descriptive of the duties and functions attaching generally to such

positions or to groups of positions of similar or corresponding character and not necessarily to particular positions.

5. Examinations for positions in the competitive class shall be held and eligible lists therefor shall be established only under titles designated in the classification, except where it is shown that the qualifications required for a particular position are of a peculiar or unusual character, to which no classified title is applicable; the commission, in such case, may hold a special examination for appointment to such position, but shall state in its minutes the reasons for which each such special examination is held.

RULE 5. *Competitive examinations.*—1. The commission shall hold examinations for appointment to positions in the competitive class and shall fix the dates therefor and the conditions thereof whenever necessary to meet or to anticipate the needs of the health service. So far as practicable examinations for admission to positions in a graded service shall be held periodically, and the dates thereof shall be published at least 30 days prior to such examination, with such information with reference to the conditions of each as can be given.

2. Every examination shall be under the responsible direction of the chief examiner, who shall consult, when necessary, with the appointing officer concerning the qualifications required for particular positions, but such examinations shall be free from the influence or participation in any manner either of the appointing officer or of any person other than the commission or its designated officers or employees.

3. The subjects of examinations and the relative weight given to each, where not fixed by these rules or by regulations, shall be fixed by the chief examiner, subject to the direction of the commission.

The chief examiner shall assign the examiners for a given examination or for a given subject, except where experts are employed, and all written questions prepared by such examiners or experts shall be placed in his custody in advance of such examination. Such questions shall be printed from type or other process under his immediate supervision; and, unless relieved by the commission, he shall be responsible for their safe-keeping.

4. The examinations shall be practical in their character, and shall relate to such matters as will test fairly and adequately the relative fitness and capacity of the persons to be examined for the discharge of the duties of the service, or of the position into which they seek to enter. For positions of a designated grade or compensation they shall vary in strictness as the grade or the amount of compensation advances.

5. The commission may direct oral examinations or special practical tests of fitness. Physical qualifications are requisite, and candidates shall be required to pass a physical examination by a licensed physician and be certified as qualified in such respect before admission to examination.

6. In advance of examination for a position the duties of which are scientific, professional, or technical, candidates shall be required to present evidences of the special education or preliminary training they have had tending to qualify them for such position; and the commission may require, as a condition of examination, evidence of practical experience for a satisfactory term in such service.

Training and experience, of a character tending to show peculiar or especial fitness for the position examined for, may be rated as a fixed subject of examination, but a candidate in stating such training and experience shall be required to give reference through which such statements may be satisfactorily verified.

7. All examinations shall be in writing, except as herein otherwise provided. Whenever oral questioning is prescribed, as part of any scheme of examination, so far as practicable a stenographic record of such oral questions and of the answers thereto shall be filed with the papers of the candidate. All papers upon which examinations are to be written shall be furnished by the commission and shall bear some suitable official indorsement, stamp, or mark.

8. On the day of examination the identification sheets of candidates shall be sealed up and the identity of each shall remain hidden until the papers are rated.

9. No candidate shall be granted a second or special examination either written or physical preliminary to or in connection with any examination held hereunder; unless it be shown to the satisfaction of the commission that his failure to appear for, or to gain admission to, or to complete such examination or test, was due to a manifest error or mistake for which the commission is responsible, the nature of which shall be set forth in its minutes, or that such failure was due to compulsory attendance before any court or other public authority having the power to compel such attendance.

10. No person who has entered any examination for appointment to a competitive position and failed therein, or who has withdrawn therefrom, shall be admitted within one year from the date of such examination to a new examination for the same position.

11. No person shall be admitted to an examination whose application therefor has not been presented and accepted under the condition of rule 6.

12. The commission may refuse to examine, or after examination, to certify, an applicant who is found to lack any of the established preliminary requirements for the examination or position for which he applies; or who is found physically unfit to perform the duties attaching to such position, or who is addicted to the habitual use of intoxicating beverages to excess, or who has been guilty of a crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the public service for delinquency or misconduct, or who has intentionally made a false statement of any material fact or practiced or attempted to practice any deception or fraud in his application or in his examination or in securing his eligibility or appointment.

Where action is taken under this clause, the name of the person affected, if it be upon any list, shall, after due notice to such person and an opportunity to be heard, if he so desires, be stricken from such list.

*RULE 6. Filing of applications.*—1. Applications for examination for positions in the competitive class shall be addressed to the commission on a prescribed form, in the handwriting of the applicant, and accompanied by such certificates or other evidences as to citizenship, character, condition of health, education, previous employment, training, and fitness as the commission may require.

The statements of the applicant in these particulars shall be made under oath, properly attested.

2. Every application shall bear the certificate of four reputable citizens, whose residence or places of business are within the district in which the applicant resides, to the effect that they have personally known the applicant for not less than one year; that they have read his statements and believe them to be correct; and that they will, upon request, give such further facts concerning him as they may possess, either for the files of the commission or for the information of the appointing officer.

If the previous occupation or employment of the applicant has been wholly or in part outside the district in which he resides the said certificates may be accepted, in the discretion of the commission, from persons resident or en-

gaged in business elsewhere; but no such certificate shall be accepted from a near relative of the applicant or from any person the character of whose business, in the judgment of the commission, may disqualify him as a fit voucher.

3. The commission shall, by regulation or otherwise, fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than one week, and there shall be not less than five days between the last date for the presentation of applications and the date of examination.

No application shall be accepted from any person who has failed to fill out properly the application form, or to furnish the required certificates or other preliminary evidences of fitness, or who is barred by any of the provisions of clause 3 of rule 2 or of clause 12 of rule 5.

4. An application found to be defective shall be suspended and notification shall be given to the applicant of the particulars in which it requires correction. Such an application shall be accepted if corrected and returned five days before the date of examination, but not otherwise.

5. Applications when presented shall be dated, numbered, and recorded in the order of their receipt. An application that has been accepted and filed shall not be returned for any reason to the applicant.

6. Application forms shall be furnished to intending applicants, upon personal or written requests, at the office of the secretary of the commission, and shall be procurable there only.

**RULE 7. *Marking and rating.***—1. The examination papers shall be rated, in each case, by at least three examiners assigned therefor, who shall review them separately, and after such rating is completed shall affix to each a mark expressing the average of their judgment, attested by their respective signatures or initials. The marking shall be strictly comparative and according to such standards of proficiency as the needs of the service may require. Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment.

2. Every candidate who receives a general average marking of not less than 75 per cent and who has received not less than 20 per cent in any required subject, or not less than 80 per cent in any technical subject, when the examination is for a position of scientific, professional, or technical nature, shall be eligible for certification and appointment in the manner and under the condition hereinafter prescribed.

3. Where the chief examiner is satisfied, through investigation made under his direction, or otherwise, that the general character or the reputation of a candidate whose papers have been marked is not good, or that he is debarred by any of the provisions of clause 12 of rule 5, the name of such candidate shall not be placed on any eligible list; but all action under this clause shall be reported in writing, with the reasons therefor, to the commission and shall be subject to the commission's approval. The burden of proof of good character shall be upon the candidate who may, where doubt exists, be required to furnish evidence thereof additional to the certificates required at the time of his application.

4. The secretary, as early as practicable after the completion of an examination, shall notify each candidate therein of the rating he has received, and, if such rating be above the required minimum, of his comparative standing. He shall likewise notify any candidate who, though admitted to the examination, has been rejected for reasons other than failure to receive the required minimum, stating such reasons specifically.

5. No examination paper or any part thereof and no record of the results of a physical test, or any other record or statement rated as part of an examination, or in connection therewith, shall be subject to review, alteration, or rerating after the marks of the examiners have been registered or attested, except that the commission, at any time within a year from the date of the certification of an examination, may correct any manifest error or mistake of marking or rating appearing in any such paper or record, the nature of which shall be set forth in its minutes; such correction, in any case, to be without prejudice to the status of any person previously appointed as a result of such examination.

RULE 8. *Eligible lists.*—1. The results of each examination shall be reported by the chief examiner to the secretary, who shall enter the names of the persons passing, in the order of their average rating, on the proper list of eligibles. The date of the establishment of a list shall be the date of such report.

2. When two or more eligibles on a list have the same average rating preference in certification shall be determined by the order in which their applications were filed, or, if the examination be for promotion, by the order of their original appointment in the department or other division of the service in which the promotion occurs.

3. The term of an eligible list shall be not less than one year nor more than four years from the date of its establishment. An eligible list that has been in force for one year shall terminate whenever a new list is established under the same title and, in case of a graded position, for the same grade or grades.

Persons whose names appear on a list about to be terminated shall be notified of the new examination, in the same manner that applicants therefor are notified, and shall be informed that, upon the establishment of a new list, their original eligibility shall cease.

RULE 9. *Certification and appointment.*—1. Selection to appointment to all positions in the competitive class not filled by promotion, reduction, transfer, or reinstatement shall, except as provided in rule 10, be made in the following manner:

The appointing officer shall notify the commission of the title of the position, the duties to be performed, and the compensation. The commission shall thereupon certify to such appointing officer from the eligible list most nearly appropriate to such position, and for the grade thereof, if in a graded service, the three names at the head thereof. The relative rating of each candidate shall be stated in the certification, and, if the appointing officer requests the application and examination papers of each shall be submitted for his inspection at the office of the health service. Certification shall be made without regard to sex unless sex is specified in the requisition.

The appointing officer shall make selection, with reference solely to merit and fitness, from the three names certified, unless objection shall be made, and sustained by the commission, to one or more of the persons named, for any of the reasons stated in paragraph 12 of rule 5, in which case the certification of three names shall be completed by addition of the name or names next following upon the eligible list.

2. The person selected shall be duly notified by the appointing officer, and, upon accepting and reporting for duty, shall receive from such officer a certificate of appointment for a probationary period of six months. For a temporary service in accordance with clauses 1 and 2 of rule 10, such certificates of appointment shall be issued for a probationary period of 30 days. If his conduct or capacity on probation be unsatisfactory to the appointing officer the probationer shall be notified in writing that at the end of such period he shall, for

that reason, not be retained; his retention in the service otherwise shall be equivalent to permanent appointment.

3. A probationer separated from the health service for any reason other than fault or delinquency shall be restored to the eligible list from which he was selected, with the same relative standing and the time during which he has actually served deducted from the period of probation if he be again selected by the same appointing officer. When two or more persons selected from the same eligible list are serving as probationers under the same appointing officer, and a reduction of force is necessary, they shall be preferred for retention in the order of their original standing on such list.

4. The name of any person certified as eligible for a probationary appointment who shall decline such appointment shall be stricken from the list from which such certification is made unless such declination be for one of the following reasons:

(a) Residence in a district other than that in which the duties are to be performed; (b) insufficiency of the compensation offered, if such compensation be lower than the amount or the maximum amount stated in the announcement of examination; or (c) temporary inability, physical or otherwise, the evidences of which must be acceptable to and approved by the commission and set forth in the minutes.

The failure of an eligible person to respond within seven days to an offer of an appointment sent to his post-office address, shall be considered a declination.

A person certified for appointment from an eligible list resulting from an open, competitive, or a promotion examination, or from a list of suspended employees prepared in accordance with rule 11, paragraph 1, who declines the position by reason of insufficiency of the compensation offered shall not be again certified for a position at the same or any less compensation.

RULE 10. *Temporary and exceptional appointment.*—1. When services are to be rendered of a temporary character and for a limited period, the appointing officer shall inform the commission, stating the duration of such period, the rate of compensation and other conditions of employment, and may select for such employment one of the first three persons on the appropriate eligible list who, after due notice of the condition, is willing to accept certification therefor; but successive temporary appointments under this clause shall be permitted only upon the request of the appointing officer for reasons to be approved by the commission, and in no case shall such appointments continue for a longer period than six months.

2. The commission shall establish and maintain a separate eligible list of persons willing to accept temporary employment under the conditions of the preceding clause. If the appointing officer shall certify that the services of a person appointed from such list have been satisfactory the name of such person shall, at the termination of such temporary employment, be placed on a preferred list, from which he shall be eligible for reemployment for any similar service, under the conditions of clause 1 of rule 11.

3. Where there is a vacancy in any position in the competitive class demanding peculiar and exceptional qualifications of a scientific or professional character, and upon satisfactory evidence that for specified reasons competition in such special case is not practicable, and that the position can best be filled by the selection of some designated person of high and recognized attainments in such qualities, the commission may suspend the provisions of the rules requiring competition in such case; but no such suspension shall be general in its application to such position.

4. The commission may, by resolution, except from competitive examination any person engaged in private business who shall render any professional, scientific, technical, or expert service of an occasional and exceptional character.

5. All exceptions from competitive examination under this rule, with the circumstances thereof, shall be stated by the commission in its minutes.

**RULE 11. *Suspension and reinstatement.***—1. Whenever any permanent position in the competitive class is abolished or made unnecessary or whenever the number of positions of a certain character is reduced the person or persons legally holding such positions shall be deemed to be suspended without pay, and the names of such persons shall, on due notification from the appointing officer, be placed by the commission on a special list, under such classified title and corresponding to such competitive eligible list as, in the judgment of the commission, most nearly cover the class of duties performed by such person in the position from which suspension is made; but no person who has received a permanent appointment shall be suspended from any position for lack of work or appropriation while probationers serving under the same title are employed in the same department, office, or institution. For a period of one year from the date of suspension such persons shall be entitled to reinstatement in any position or any grade of such position.

A person who declines to accept reinstatement, except for one of the reasons and under the conditions stated in clause 4 of rule 9, shall be considered to be permanently separated from the health service.

2. The provisions of the foregoing clause shall not apply to any person who resigns his position or who is suspended or removed therefrom for any reason other than those therein specified.

3. A person who has resigned from a permanent competitive position, or who has been removed or otherwise separated therefrom for any cause other than fault or delinquency on his part, may be reinstated without examination, at any time within one year from the date of such separation, in a vacant position in the same class and grade, provided that for original entrance to such position there is not required by these rules, in the judgment of the commission, an examination involving tests or qualifications different from or higher than those involved in the examination for appointment to the position formerly held by such person. But no person shall be so reinstated who at any time within a year prior to the date of his separation from the service had been eligible for reinstatement as a suspended employee.

The commission may in its discretion extend the period during which reinstatement may be made under this clause where the person seeking reinstatement resigned his position in order to serve in the Army or Navy of the United States in time of war and has received an honorable discharge therefrom.

4. Upon the written request of the appointing officer, stating the essential facts regarding a reinstatement proposed under the foregoing clause, the commission will, if such reinstatement be in accordance with these rules, issue its certificate to that effect to such officer, but no such reinstatement shall be made or recognized until after the issuance of such certificate.

**RULE 12. *Transfer.***—1. A person may be transferred from a noncompetitive position to a competitive position, or from a position in the competitive class to a position in a different group of such class, only when the person transferred has qualified in an open competitive examination and is eligible for certification and appointment from the appropriate eligible list for the position to which transfer is proposed.

Such transfer shall remove from the eligible list the name of the person transferred; but no such transfer shall be allowed when there is in existence

an appropriate list of persons eligible for promotion to the position proposed to be filled by transfer. A person holding a position in the noncompetitive class may be transferred to a similar position in the same class.

2. A person who, by transfer or promotion from a competitive position, continuously therein from the date of such transfer or promotion, may be retransferred, without the application of the foregoing restrictions, either to the position originally held by him or to any position to which transfer could be made therefrom.

3. Upon the written request of the appointing officer, stating the facts with reference to a proposed transfer, accompanied by the consent, also in writing, of the person to be transferred, the commission may, if such transfer be in accordance with the provisions of these rules, issue its certificate to that effect; but no such transfer shall be made or recognized until after the issuance of such certificate.

**RULE 13. *Promotion.***—1. Vacancies in positions above the lowest grade in any part of the competitive class that are not filled by original appointment, transfer, reinstatement, or reduction shall be filled by promotion, based, as far as practicable, on competitive tests.

2. Examinations for promotion shall be ordered as often as may be necessary to meet or anticipate the needs of the higher grades, and, so far as practicable, shall be held periodically.

3. Mental examination for promotion shall, as far as practicable, correspond in scope, subjects, and preliminary conditions to examinations as would have been prescribed for original entrance to the same position, but due consideration shall be given to the particular requirements of the department, office, or institution for which the examination is held. No person shall be eligible for promotion who lacks any of the preliminary requirements for original entrance to the position to be filled by promotion.

4. No person shall be admitted to an examination for promotion who lacks any preliminary qualifications for the position to be filled, fixed by these rules or who may have become ineligible for any of the causes set forth in clause 12, rule 5.

5. Promotion examination in all parts of the competitive class shall be further regulated as particularly described in the following clauses (6, 7, and 8) of this rule.

6. **Part 1: *The clerical service.***—All persons who shall have served with fidelity for not less than two years in positions in grade 1 shall be eligible for examination for the next higher grade in the same position.

7. **Part 2: *The engineering service.***—Examination shall be open to all persons who shall have served with fidelity for not less than six months in positions in the same class in the grade next lower in the same department or office.

8. **Part 3: *The inspection service*—Part 4: *The quarantine service*—Part 5: *The insane asylum service*—Part 6: *The pure food service.***—Wherever a vacancy exists or is anticipated in a position in parts 3, 4, 5, and 6, which, in the opinion of the appointing officer or of the commission, may be filled satisfactorily by promotion from among persons holding positions of lower but corresponding character in the same part, the commission may order a competitive examination for such promotion open to all persons who shall have served at least one year in such lower position.

**RULE 14. *Removals.***—1. No person holding a position in the health service shall be removed from such position, except in the manner prescribed by these rules; and the officer charged with the power of removal in each case shall transmit to the commission, with the report of his action required under rule

17, a copy of the reasons therefor, or of the findings of any trial board or officer, as stated to the person removed, and as filed in the department or office.

2. The provisions of this rule shall apply to the removal of any person from a graded position by reduction to a position in a lower grade, but shall not apply to a suspension from service for lack of work or reduction of force.

**RULE 15. *The noncompetitive class.***—1. The positions in the noncompetitive class shall be those of a minor nature, in the health service, that are not practicable to fill either through competition or through registration under the provision of rule 16 and that are specifically designated in the classification.

2. A vacancy in any position in the said class, at compensation not exceeding the limit, if any, set in the classification for such position may be filled by the appointment of any person who, upon nomination by the appointing officer to such board of examiners, and upon appropriate noncompetitive examination, shall be certified by such board to be qualified to perform the duties of such position.

3. Such examinations shall be conducted so as to show (a) that the applicant is free from any physical defect likely to interfere with the proper discharge of his duties, (b) that his general character and habits are satisfactory, and (c) that he possesses the requisite knowledge and ability, or that he is qualified by experience to discharge his duties efficiently and intelligently.

4. For the position of trained nurse, when the applicant is a registered nurse, a certificate of such registry may, when presented, be accepted in lieu of the examination required herein.

5. Any position of which the title appears in the classification of the non-competitive class, but with compensation attaching thereto which exceeds the limit, if any, set by the classification for such position shall be deemed to be in either the competitive or labor class, according to the duties of such position.

6. No person holding a position in the noncompetitive class shall be increased in compensation beyond the limit set in the classification for such position unless he shall have qualified for appointment for such higher paid position in an open competitive examination or shall have been promoted in accordance with these rules.

**RULE 16. *The labor class.***—1. Positions in the labor class that are not filled through transfer or reinstatement shall be filled by selection, in the manner hereinafter provided, from among those persons whose names are highest on the eligible list, resulting from the registration, according to priority of application, of duly qualified applicants therefor.

2. The commission shall establish and, so far as practicable, shall maintain continuously registration lists of persons eligible for employment under the labor class.

3. Applications for registration for positions in the labor class shall be addressed to the secretary of the commission on a prescribed form, signed by the applicant with his name or mark, indicating the position sought, stating, under oath, such facts as to his age, residence, citizenship, physical condition, previous occupation, and experience as the commission may require, and accompanied by the certificate of three reputable citizens, whose residence or places of business are within the county in which he resides, to the effect that they have known him personally for not less than one year, that they believe his character and habits of industry and sobriety to be good, and that they have read his statements and believe them to be correct. If the applicant has been employed, at least one of such persons shall be an employer or former employer, who shall certify as to his capacity for the kind of work for which he applies, or an explanation satisfactory to the commission shall be given as to why such a certificate can not be obtained. If the application is not in the handwriting

of the applicant he shall state by whom it was written, giving the name, occupation, and address of such person.

4. Applications for positions in the labor class shall be received continuously and shall be numbered in order of their receipt, and the names of the applicants shall be entered upon the registration list in such order.

5. As often as may be necessary to meet or anticipate the needs of the health service selection of employees in the labor class shall be made in numerical order from the registration list by the appointing officer, who shall report his action, with full particulars thereof, to the commission, and such action shall be subject to the commission's subsequent approval.

6. When a registration list has been in operation for one year from its date it shall be discontinued, and the names of the available persons thereon shall be placed upon a new registration list in their relative numerical order.

*RULE 17. The civil list and reports of changes in the service.*—1. The commission shall keep in its office an official roster of the health service, which shall be known as the "civil list," and shall enter upon such roster the name of every person who has been appointed to or employed, promoted, or reinstated in any position in such service, upon such evidence as it may require or deems satisfactory that such person was appointed, employed, promoted, or reinstated in conformity with the provisions of these rules. Such roster shall show opposite or in connection with each name placed thereon the date of appointment, employment, promotion, or reinstatement, the compensation of the position, the date of commencement of service, and the date of transfer in or of separation from the service by suspension, removal, resignation, cancellation of appointment or death. Such roster shall also bear the residence by street numbers, where there are such, of each person, which shall be corrected when such residence is changed, on notice from the said person in writing.

2. It shall be the duty of the appointing officer to report to the commission in writing each selection made by him for appointment to or employment or reinstatement in, any position in the classified service, except in the noncompetitive class, upon the date thereof, stating, in each case, the name of the appointee or employee, the title and character of his office or employment, the date of commencement of service by virtue thereof, and the amount of compensation to be paid, and it shall be the duty of such officer to report to the commission, in like manner, upon the date of his official action therein or knowledge thereof, in each case, every suspension, removal or resignation from, or transfer to, any such position, with such pertinent data with relation to each as the commission may require.